

# DEVELOPING YOUR HERITAGE INVENTORY

## A GUIDE FOR COMMUNITIES



Saskatchewan  
Ministry of  
Tourism, Parks,  
Culture and Sport



Canada's  
Historic Places

Lieux patrimoniaux  
du Canada

## THE HISTORIC PLACES INITIATIVE

In 2001, the Government of Canada, in partnership with the provinces and territories, implemented the Historic Places Initiative (HPI), a nation-wide program to help recognize and conserve Canada's historic places.

The HPI features two key tools. The Canadian Register of Historic Places is an online listing of formally recognized historic places across Canada. When completed, the Register will feature detailed information on over 17,000 historic places, including more than 800 from Saskatchewan. The *Standards and Guidelines for the Conservation of Historic Places in Canada* is a national benchmark of conservation principles and practices that provides sound, practical advice on heritage conservation to help ensure historic places have ongoing uses in their communities.

The HPI is also generating new research on the benefits of heritage conservation and how the reuse of historic places contributes to the economic, social and environmental sustainability of our communities.

For more information on the Canadian Register of Historic Places, the *Standards and Guidelines*, and heritage conservation activity across Canada, go to the Historic Places Initiative website at: [www.historicplaces.ca](http://www.historicplaces.ca).



Canada's  
Historic Places

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COVER:

VICTORIA PARK CONSERVATION DISTRICT, REGINA

Government of Saskatchewan, Dawson, 2004



## COMMUNITY HERITAGE INVENTORY GUIDE

This guidebook is intended to assist communities in creating inventories of their local historic places. By following a basic process of identification, research and evaluation, communities will gain a deeper understanding and appreciation of their historic places and their history.

This booklet, published by the Heritage Resources Branch of the Ministry of Tourism, Parks, Culture and Sport, is part of a series of guides designed to help communities conserve, develop and promote historic places. The guides are intended for municipal councils and staff, heritage committees, and any other organizations or individuals who want to learn more about heritage planning and conservation in Saskatchewan.



*RECORDING A TIPI RING AT CABRI  
LAKE NEAR EATONIA*

Government of Saskatchewan, Thomas, 2004

In every community, big and small, rural and urban, there are places that are valued for their association with community history. These “historic places” might be buildings or other structures, historic streetscapes, archaeological sites, or even parts of the landscape; all contribute to our sense of place and help to define the unique the character of our communities.



*TAKING PHOTOGRAPHS OF THE BELL BARN NEAR INDIAN HEAD*

Government of Saskatchewan, Flaman, 2006

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This guide provides practical advice for creating a “community heritage inventory”, an important tool for communities that want to develop effective strategies for managing their heritage resources. The guide explains what a heritage inventory is, why it is useful, and how to go about creating one. In the following pages, you will find advice on: organizing an inventory project; using surveys to identify historic places; researching and evaluating historic places; and managing and maintaining an inventory. Suggestions for storing inventory information, including sample inventory and survey forms, are also provided.

### WHAT IS A COMMUNITY HERITAGE INVENTORY?

A community heritage inventory is simply a catalogue of a community’s important historic places. Each entry, or “inventory record”, will typically include a photograph and description of a historic place, as well as information about its location, ownership, age and use. A key piece of information is an explanation of the heritage value that the place holds for the community, usually articulated in the form of a “Statement of Significance.”

The number and types of historic places included in an inventory will depend on the inventory’s purpose and the resources available to compile it. Often an inventory will be created for a specific purpose. A brochure of historic residences produced for a walking tour is an example of a simple, project-driven inventory of a particular type of historic place. An inventory created for municipal planning purposes, on the other hand, would be more comprehensive and encompass a broad range of historic places.

### WHY HAVE A COMMUNITY HERITAGE INVENTORY?

While a community heritage inventory can serve several purposes, it is, most importantly, a tool for informed decision-making. Resources of any kind cannot be managed successfully if they

are not well understood. A heritage inventory will improve a community's understanding of its historic places, and help to:

- identify and protect important historic places;
- determine which historic places merit special recognition and promotion, including formal Municipal Heritage Property designation;
- plan and prioritize heritage activities and allocate resources efficiently and equitably;
- determine how historic places can best contribute to tourism and economic development goals;
- identify appropriate uses for heritage buildings and other historic places; and
- integrate heritage conservation and management into community planning, including comprehensive municipal asset maps and Official Community Plans.

Other benefits of having a community heritage inventory include:

- **Continuity.** As local government officials and staff change over time, an inventory provides new personnel with an existing knowledge base to refer to and build upon.
- **Historical record.** A heritage inventory is a valuable reference for educators, researchers and others who have an interest in the community's history.
- **Civic pride.** By stimulating interest in local history, a heritage inventory project reinforces people's sense of community pride and identity.
- **Inclusive communities.** A heritage inventory helps acknowledge a community's diversity by ensuring that every group's historic places are recognized.
- **Civic engagement.** Participation in an inventory project promotes community involvement and often establishes long-lasting networks that can benefit communities in other ways.

## DID YOU KNOW?

In a recent survey of Saskatchewan residents, 84 per cent of respondents said that preserving historic buildings and sites was important or very important. Over 80 per cent agreed that conserving historic buildings would increase community pride and enhance community identity. Seventy-five per cent said it would increase tourism.

Sigma Analytics, "Heritage and Museums Market Study." Museums Association of Saskatchewan in Association with Saskatchewan Culture, Youth and Recreation, 2006.

# CREATING A COMMUNITY HERITAGE INVENTORY

## TOOLS FOR YOU

### **Municipal Heritage Advisory Committees**

A Municipal Heritage Advisory Committee (MHAC) is a standing committee appointed by a municipal council to advise on matters relating to the recognition, conservation and promotion of historic places. Some of the benefits of an MHAC include:

- access to community-based experts to help identify and evaluate historic places;
- access to advice on conserving and maintaining historic places;
- assistance in developing criteria for heritage designation and help with drafting designation bylaws;
- assistance with developing Heritage Resource Management Plans; and
- assistance in implementing projects to commemorate or celebrate historic places.

## WHO SHOULD LEAD THE PROJECT?

Leadership of a community heritage inventory project might be assumed by the municipality, a community organization, or by a partnership of community groups and the local government. When a community organization leads an inventory project, it is usually for a special project, such as a walking tour, open door event, or commemorative celebration. Given local government's planning function, financial capacity and legislative authority, it often makes sense for the municipality to initiate and coordinate the project.

The municipality could assign responsibility for an inventory project to:

- a Municipal Heritage Advisory Committee (MHAC), if one exists;
- a tourism, economic development, or other existing municipal committee;
- an ad hoc inventory committee; or
- general municipal staff.

The municipality might recruit volunteer help, and could also choose to retain a heritage consultant to assist with the project. No matter how they are structured, inventory projects are excellent opportunities to raise public awareness and build community support for heritage conservation.

## STEPS IN CREATING THE INVENTORY

### 1. MAKE A PLAN

Once the project's organizational structure is determined, the first step is to develop a detailed, written plan. The plan should address the:

#### Purpose of the Inventory

- Why is the inventory being created? What will it be used for? A clear statement of purpose will help explain and legitimize the project, as well as guide the planning process. If people understand the project and see its benefits, it will be easier to gain their support and, if needed, recruit volunteers.

#### Scope of the Inventory

- Ideally, a community should have a comprehensive inventory of all of its important historic places, but getting started may depend on available resources. Sometimes it's more practical to build the inventory incrementally, adding properties as opportunities arise and resources allow.
- One approach may be to begin with familiar places (like the church or school) where historical information has already been compiled.
- Another way to start is with places that meet pre-defined criteria, like places of a certain age or function, places within a certain geographic area, or those associated with particular people or events. This type of approach is usually project driven.
- Historic places that have already been officially designated as Municipal Heritage Property provide another starting point. The municipality will have a register of these properties that includes information on ownership, location and the reasons for their designation.

## DID YOU KNOW?

The Saskatchewan Heritage Foundation has a grant program that supports the development of community heritage inventories and heritage management plans.

[www.tpcs.gov.sk.ca/](http://www.tpcs.gov.sk.ca/)  
**SHF-Grant-Programs**

## Tasks and Timelines

- Once the project's purpose and scope are defined, specific tasks, individual responsibilities and timelines can be identified. The components of a community heritage inventory project typically include:
  - planning, coordination and day-to-day project management
  - communications and public relations
  - recruiting, training and supervising staff and volunteers
  - financial management and fundraising
  - survey fieldwork
  - research and evaluation
  - data entry and record keeping
  - ongoing inventory management and upkeep

## Resources

- When the scope of work is known, an estimate of needed resources can be made, including: office space and supplies; wages, honoraria and expenses for staff, volunteers and consultants; advertising and promotion; equipment (computers, camera, GPS units, maps); and transportation.

## Responsibility for Maintaining the Inventory

- Provisions will have to be made for the long-term management of the inventory. New additions, changes to existing records, and deletions of places which are no longer valued must all be undertaken if the inventory is to remain current.
- The local library, school, or various community organizations are all possible custodians for an inventory. The municipality, though, is likely best-suited for the long-term management of this important community resource. Some municipalities have given their inventories official status as community heritage registers established by bylaw.



*ST. COLUMBA ANGLICAN CHURCH, RM OF MARQUIS*  
Government of Saskatchewan, Thomas, 2008

## **2. CONDUCT A SURVEY**

Creating a heritage inventory is usually a two step process beginning with a survey to identify places of interest, followed by an evaluation to determine their historical significance. The survey will serve to fill information gaps for known historic places, and to identify and record other historic places that may have been previously overlooked.

### **Survey Design**

The survey's design and methodology will depend on the purpose and scope of the inventory. The project could be as simple as one or two people documenting older commercial buildings on Main Street, or as complex and comprehensive as recording all the historic places in a town or rural district. Whether large or small, consideration should be given to planning how the survey can be carried out as efficiently as possible. For example, in urban areas the survey might progress street by street or block by block within particular neighbourhoods. For rural surveys, it usually makes sense to proceed directionally across the survey area using available road access.

The survey design will benefit from knowing the types of historic places that are likely to be encountered. Therefore, it is worth researching the important events, people and places that helped shape the community's history before starting the field work. Historical information can be obtained from local history books, or by talking to community "old-timers" and other knowledgeable individuals. Information on formally designated heritage properties in the community can be found at the municipal office, or by visiting the Saskatchewan Register of Heritage Property and the Canadian Register of Historic Places (see Website Links section).



*STUDYING THE HISTORIC LAKEWOOD SERVICE  
AND TOWING STATION AT WASKESIU*  
Saskatchewan Heritage Foundation, Pugh, 2006

## What to Record

The types of places to record will again depend on the purpose of the inventory. Buildings will likely be a common type of place to record, but they don't always have to be the oldest or the grandest in order to be historically important. Sometimes more recent or more humble buildings have heritage value because of their association with significant events or people, or their innovative design or function. Structures such as bridges, water towers and monuments can also reflect community history. Landscape features like parks, gardens, historic trails and archaeological sites could also have heritage value.

## SURVEY TIPS

- For historic places that contain multiple features (like a homestead or farmyard), complete a separate survey form for each feature (house, barn, shed, etc.).
- Carry a notebook to record miscellaneous information about the survey, or to record additional information about individual historic places.
- Use the notebook or a photolog to keep track of photographs. For each photo, record the name of the historic place, the photographer, the date, and orientation of view (e.g., “south side of building,” or “view looking north”).
- Be sure to inform the property owner about the purpose of the survey. Owners are also important sources of information about their properties.

Using a standardized survey form will ensure the consistency of collected information (a sample survey form is provided at the end of this guide). The recorded information should include:

- name of recorder and date
- common name(s) of the place
- current, original and other previous uses or functions
- street address or legal description and UTM (GPS) coordinates
- owner's name
- construction materials
- architectural style (if known/applicable)
- alterations (if present/evident)
- observations on physical condition
- comments on existing or potential threats
- observations on landscape and environmental setting, and local surroundings

Each historic place should also be photographed. Take photos from a variety of angles, including some that show the historic place in relation to its surroundings.

## **Record Management**

Ensure that procedures are in place to manage the various forms, notes and photographs that the survey will generate. Collect the paperwork and photographs from the surveyors on a regular basis and check the forms for completeness and accuracy. A place to store the materials will be needed, as well as a filing system that allows cross referencing of the documents and photos. Photographic prints and negatives should be labelled with the property name and file number, and stored in archival quality sleeves or envelopes. If digital photographs are being taken, it is advisable also to print and catalogue some of the better images.



*FOSTER SCHOOL, RM OF ABERNETHY*  
Government of Saskatchewan, Quiring, 2004

## **Training**

The level of training and supervision required will depend on who is doing the survey. If no one involved with the project has experience in recording historic places, the services of a heritage professional should be enlisted to assist with the survey or to provide training.

Minimally, surveyors will need to know:

- the purpose of the project and how to explain it to property owners (a hand-out is useful);
- where to survey each day and what types of places to record;
- how to fill out a survey form;
- how to operate a camera and a GPS unit;
- how to read maps;
- basic knowledge of construction methods and materials; and
- basic knowledge of architectural features and styles.

Training should include some field sessions so that use of the equipment and completing survey forms can be practised.

### 3. EVALUATE

Once historic places have been surveyed and recorded, they need to be evaluated to determine their heritage value. At this point it may be helpful to involve individuals with knowledge of community history, architecture, archaeology, engineering or other subjects that could help with the evaluation.

#### **Heritage Value**

Heritage value answers the question, “why is this place important?”. Heritage value refers to the importance people attach to a place for its ability to tell stories about the past that we want to preserve, share and pass on to future generations. A place’s heritage value can be related to things such as:

- its age or connections to people, events or themes that were important in the community’s history and development;
- its ability to contribute to a sense of social identity or to express a traditional way of life;
- its style, design, materials, construction techniques or workmanship; or
- its ability to further our understanding of the past through scientific study.

Because heritage value is found in the meanings that a place holds for people, historic places can have more than one heritage value. They can also be valued for different reasons by different groups in the community. Notions of heritage value can also change over time as society’s values, norms and concerns evolve.

Understanding heritage value is the basis of good conservation practice. If we understand a place’s heritage value, the elements of the place that embody and express its heritage value (i.e. its character-defining elements) can be identified and protected. For example, if renovations are planned for

### TERMS

#### *Heritage Value:*

The aesthetic, historic, cultural, social or spiritual significance for past, present or future generations.

#### *Character-defining Elements:*

The materials, forms, location, spatial configurations, uses, and cultural associations or meanings that contribute to the heritage value of a historic place and which must be retained in order to preserve its heritage value.

an old schoolhouse that is valued for its early twentieth century schoolhouse design, care should be taken not to remove or damage elements of the building that reflect this design, such as the building's large window wall, cottage-style roof and square outline.

Understanding heritage value also:

- enhances the public's appreciation of historic places;
- enables more effective interpretation and promotion of historic places; and
- ensures that any new use we find for a historic place will be appropriate and compatible with its heritage value.

## **Research**

To evaluate a historic place, some research will be required. Useful questions to guide the research include:

- How old is it/when was it built?
- Who have been the owners/occupants?  
When and for how long?
- What has it been used for? For how long?
- Has it been associated with prominent people or significant events?
- What was its importance to the community's economic/political/social/cultural development?
- Were there other similar places in the community?  
Do any still survive?
- Who was the designer/architect/builder?
- What style is it?
- What are its materials and construction techniques?
- Does it stand out for the quality of the materials and workmanship?

- Is it in its original location?
- What is its setting and how does it relate to its surroundings? Has this changed over time?
- Does it have associated buildings, structures or landscape features?
- What is its current condition?
- Have alterations, additions or other changes been made?
- Is it threatened?

Answers to these questions will help to determine the role that a place played in the community's past, the importance of its role, and its current ability to tell its story; in other words, its heritage value.



*LOOKING AT PROPERTY RECORDS STORED ON-SITE  
AT THE ESTERHAZY FLOUR MILL*  
Government of Saskatchewan, Flaman, 2004

## DID YOU KNOW?

In a 2008 survey of Saskatchewan municipalities, 24 per cent of respondents indicated that they have a current list or inventory of local historic places. Approximately 46 per cent said that it would be helpful to have training and assistance with identifying, documenting and evaluating historic places.

Ministry of Tourism, Parks, Culture and Sport, "Historic Places in Saskatchewan Municipalities." Ministry Evaluation Unit, 2008.

## Research Tips

When researching a historic place, the following types of information are important and will often complement and corroborate one another:

### 1. Oral History

Talk to people who may have knowledge of the historic place, for example:

- current and former owners and tenants
- municipal officials
- business people
- community elders
- heritage groups and individuals with a known interest in community history

### 2. Site Analysis

Important information can be obtained by visiting and carefully inspecting the historic place and its setting. This type of investigation can reveal information about:

- the place's style, materials and condition
- alterations that may have been made to the place
- the place's age and affiliations as revealed in date stones and inscriptions
- the site environment and how the place fits with its surroundings

### 3. Documents

Documents of various kinds are important sources of information about historic places. Categories of documents that are useful for historical research, along with some of their strengths and limitations, include:

#### Municipal Tax Rolls and Building Permits

- useful for construction dates, chain of ownership, description and dates of alterations

#### Minutes of Municipal Meetings

- useful for statements related to heritage value

#### Land Titles (including historic title searches)

- useful for chain of ownership, change in value, description of the property  
Limitation: little or no use for properties where no title has been raised; can be costly

#### Township Maps

- useful for showing the location of buildings, trails and landscape features at the time of the first survey  
Limitation: only accurate for the time at which the survey was done

#### Homestead Records

- useful for dates of settlement and identities of settlers in rural areas; information about improvements made to the homestead

#### Published Directories (e.g. Henderson's or Wrigley's Directories)

- useful for occupants' names and dates of occupancy for residential and commercial buildings  
Limitation: not all-inclusive

### Newspapers

- useful for construction dates and details, contractors, owners, uses of a property  
Limitation: selective content; prone to exaggeration and boosterism

### Local History Books

- useful for history of community businesses, schools, churches, service organizations, public works and families  
Limitation: accuracy (based on memory and biased to positive stories)

### Personal Papers

- private records of architects, builders, owners and occupants for a wide variety of information  
Limitation: availability and accessibility

### Historical Photographs, Drawings and Paintings

- useful for determining the location and age of buildings and structures, and information about the neighbourhood and environmental context

### Fire Insurance Maps

- useful for information about the location, size and materials of buildings, and information about neighbouring structures

### Building Plans and Architectural Drawings

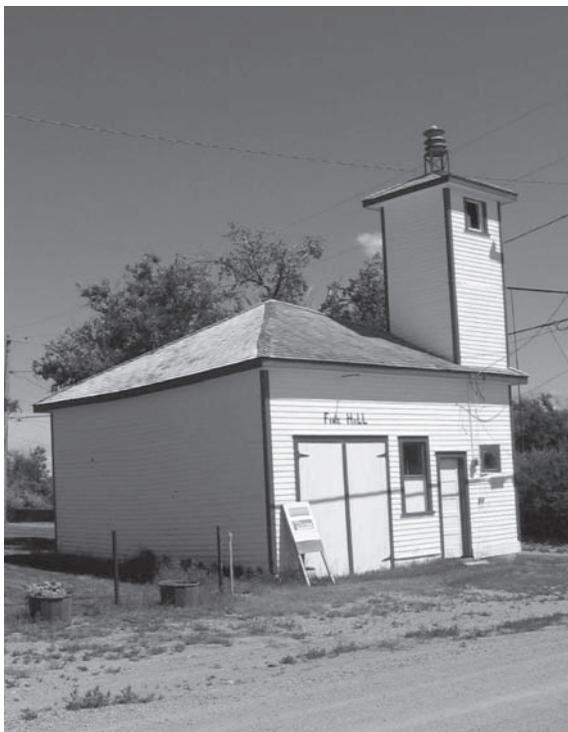
- useful for determining the identity of builders and architects, building age and physical description

### Municipal, Provincial and National Heritage Property Registers

- useful for descriptions, historical overview and heritage value  
Limitation: lacking specific detail

There are a variety of places where you can find historical documents and assistance with research, including:

- archives and libraries
- museums
- historical societies
- Information Services Corporation (for land records)
- government ministries
- Internet
- municipal and Band offices
- private collections



*ABBEY FIRE HALL, ABBEY*  
Government of Saskatchewan, Thomas, 2004

## TOOLS FOR YOU

### *The Heritage Property Act*

Enacted in 1980, *The Heritage Property Act* (the Act) is Saskatchewan's primary legislation for the promotion, protection and conservation of historic places in the province. Among its provisions, the Act gives municipalities the power to promote and protect local heritage property. Some of these powers include the ability to:

- pass bylaws to designate places as Municipal Heritage Property;
- regulate changes to designated Municipal Heritage Property;
- create Municipal Heritage Advisory Committees; and
- institute regulations or financial incentives pertaining to heritage conservation.

Copies of the Act can be downloaded from the Queen's Printer website at:

[www.qp.gov.sk.ca/](http://www.qp.gov.sk.ca/)



*ERNEST LINDNER STUDIO ON FAIRY ISLAND, EMMA LAKE*  
Government of Saskatchewan, Flaman, 2006

## **Statement of Significance**

A Statement of Significance (SOS) is a useful tool for presenting the results of an historic place evaluation. The SOS is a one to two page document that describes the place, explains its heritage value, and identifies which of its elements must be retained in order to protect its heritage value (see the sample inventory record and website links provided at the end of this document). An SOS is structured in three parts:

### **1. Description**

Conveys a picture of the historic place and its setting in two or three sentences.

### **2. Heritage Value**

A few paragraphs (usually 2 - 4) that explain why the property is valued by the community. It is not meant to be a detailed history of the place. Rather, it focuses on value; historical facts are important to the extent that they support the statement of value.

### 3. Character-Defining Elements

Indicates those elements of a historic place that must be retained in order to protect its heritage value. Character defining elements can include materials, forms, location, spatial configurations, uses and cultural associations or meanings. The aim of this section is not to list every single character-defining element, but to serve as a guide to the kinds of things that one should be aware of when doing anything that affects a historic place.

The Statement of Significance provides guidance for owners, occupants, builders, architects, or anyone else who may be using or making alterations to a historic place. It is also a decision-making tool for property managers, government officials or others who may be involved in managing and regulating historic places. An SOS is also useful as an information source for promotional and educational purposes.



*ELIZABETH GORDON RESIDENCE, RM OF WEBB*  
Government of Saskatchewan, Thomas, 2007

## TOOLS FOR YOU

### *The Standards and Guidelines for the Conservation of Historic Places in Canada*

Developed by the Historic Places Initiative, The *Standards and Guidelines for the Conservation of Historic Places in Canada* provides sound, practical advice for conserving historic places. Based on a “recommended - not recommended” approach, the Standards and Guidelines provide a nationally recognized benchmark that takes the guess-work out of decisions that affect historic places. Anyone who owns, uses, manages or regulates historic places will find this document to be a valuable decision-making tool.

Copies of the Standards and Guidelines are available online at:

[www.historicplaces.ca](http://www.historicplaces.ca).

#### **4. DETERMINE ELIGIBILITY**

Once the heritage value of places identified during the survey has been evaluated, the next step is to decide which will be included in the inventory. This will depend on the purpose of the inventory and the eligibility criteria that are established. For a comprehensive inventory, all places with demonstrated heritage value would likely qualify. Alternatively, only places of a specific type might be included, such as places of a certain age or function, or those associated with particular people or events. Some historic places might be intentionally excluded, like reconstructed or replica buildings, buildings that have been moved, cemeteries, or places of a commemorative nature (e.g., cairns, monuments). Communities are encouraged to use eligibility criteria that are appropriate to their particular needs and circumstances, and that are explicit and applied consistently.

##### **Significance, Integrity and Viability**

The significance, integrity and future viability of a historic place might also be considered when determining its eligibility for inclusion in the inventory.

Significance is assessed by judging how well a historic place represents a particular heritage value, especially compared to other similar places in the community. Examples of questions to consider when rating the significance of a historic place include:

- Is it the best, or only remaining example of its type; for example, of an architectural style or a particular kind of building?
- Is it the place that is most strongly associated with an important event or person?
- Is it the first of its kind, or does it otherwise represent an important innovation?

- Does it have multiple heritage values?
- Is it associated with groups whose heritage is under represented in the community?
- Does it make a significant contribution to the heritage character of a larger historic neighbourhood or district?

Integrity refers to how well a historic place's character defining elements are able to convey its heritage value. For example, an extensively renovated country schoolhouse may not have retained the character-defining elements of form, interior layout and materials typical of rural schools of its period. In that case, historical integrity related to its architecture has been lost. Historic places can have more than one heritage value, however. Perhaps the school is also valued for its long-standing role as a place for gatherings and sporting events. If the character-defining elements of unaltered school grounds and baseball diamond survive, the property would still have integrity related to its historical social role. Integrity always has to be assessed in relation to the heritage value that it supports.

Viability refers to a place's prospects for survival in an acceptable physical condition. This will depend on such things as its current use and condition, existing or anticipated threats, location, and ownership status.

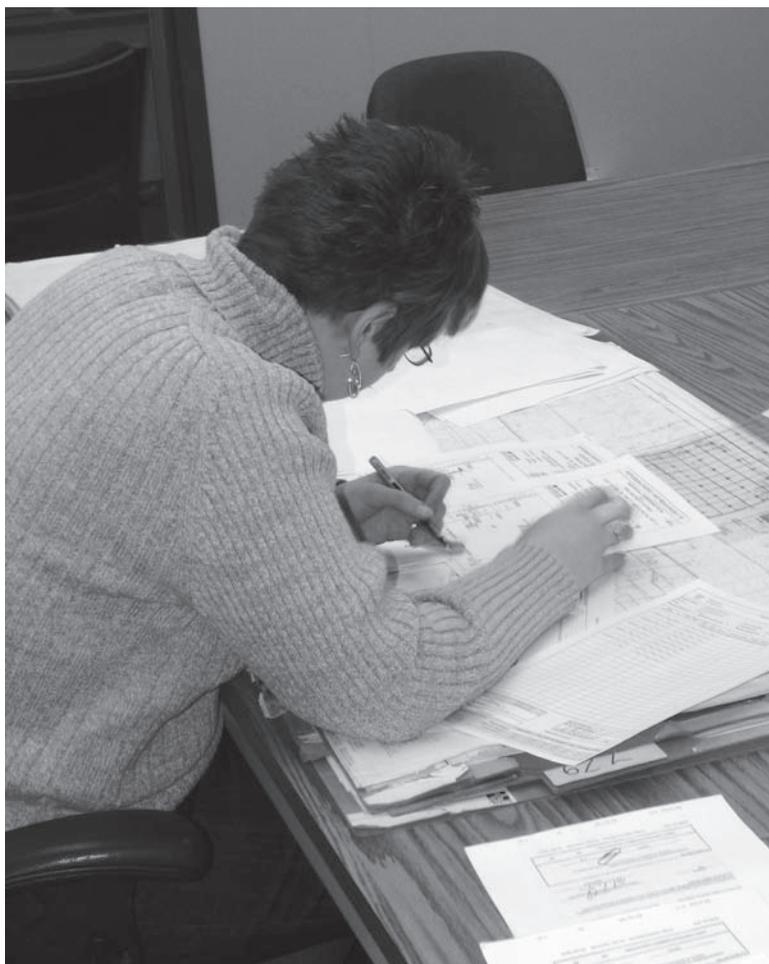
If significance, integrity or viability are considered as eligibility criteria, it is important to develop an objective, explicit rating system to ensure consistency, and to limit subjectivity as much as possible.

## STORING AND MANAGING INVENTORY INFORMATION

After determining which places will be included in the inventory, the specific kind of information to record and how it will be stored need to be considered. Although an inventory could be kept as a paper file, using an electronic database makes it much easier to enter, update, retrieve and analyze inventory information. Creating an inventory in a database also allows the information to be made web accessible or incorporated into a Geographical Information System (GIS).

Each historic place in an inventory will have a separate entry (an “inventory record”) that contains historical data and basic information needed for administrative purposes. Some of the information can be transferred from the survey form, with the remainder obtained from the research results. An explanation of a place’s heritage value, preferably in a Statement of Significance format, is an important part of the inventory record. At least one representative photograph should also be included.

The sample form provided at the end of this guide illustrates the categories of information that should be included in an inventory record, in either paper or electronic form. Giving each historic place a unique identification or file number facilitates manipulation of the inventory data, and will enable you to cross-reference all of the records, forms and photographs related to a particular place. To facilitate sorting and analysis of inventory information, it is also important to use consistent terminology, formats and spellings when filling out the form; for example, always write dates in the same format and use a consistent vocabulary when describing a place’s type and its uses. The Heritage Resources Branch uses functional categories developed by the Historic Places Initiative (see Website Links section). A community may wish to use this system, or develop a classification that is more suited to its own purposes. Whatever system is used, it should be applied consistently in order to maximize the power of the database.



*WORKING ON INVENTORY RECORDS*

Government of Saskatchewan, Thomas, 2009

## ONLINE DOCUMENTS

Blank survey and inventory forms and photologs are available in PDF format on our website:

Survey Form:  
[www.tpcs.gov.sk.ca/  
SurveyForm](http://www.tpcs.gov.sk.ca/SurveyForm)

Inventory Form:  
[www.tpcs.gov.sk.ca/  
InventoryForm](http://www.tpcs.gov.sk.ca/InventoryForm)

Photo log:  
[www.tpcs.gov.sk.ca/  
PhotoLog](http://www.tpcs.gov.sk.ca/PhotoLog)

## WEBSITE LINKS

Ministry of Tourism, Parks, Culture and Sport  
Information and publications; Saskatchewan Register of  
Heritage Property  
**<http://www.tpcs.gov.sk.ca/heritage>**

Historic Places Initiative  
Canadian Register of Historic Places; Statements of Significance;  
Functional Categories  
**<http://www.historicplaces.ca/>**

Architectural Heritage Society of Saskatchewan  
**<http://www.sahs.ca/08directory.htm>**

Identifying Architectural Styles in Manitoba, How-To Series 5  
Architectural Styles  
**<http://www.tpcs.gov.sk.ca/ArchStyles>**

Information Services Corporation (Land Records and Vital Statistics)  
**<http://www.isc.ca/>**

Saskatchewan Archives Board  
**<http://www.saskarchives.com/web/services-pub.html>**

Prairie History Room, Regina  
**<http://www.rpl.regina.sk.ca/prairiehistory/resources.html>**

Local History Room, Saskatoon  
**[http://www.saskatoonlibrary.ca/html/morrison\\_lhr.html](http://www.saskatoonlibrary.ca/html/morrison_lhr.html)**

Saskatchewan Archival Information Network  
**<http://scaa.sk.ca/sain/sain-welcome.html>**

Dr. John Archer Library, University of Regina  
**<http://www.uregina.ca/library/research/archives/>**

University of Saskatchewan Archives  
**<http://www.usask.ca/archives/>**

Saskatchewan Genealogical Society  
**<http://www.saskgenealogy.com/WebSite2.htm>**

Saskatchewan GenWeb Archives  
**<http://www.rootsweb.ancestry.com/~cansk/Saskatchewan/archives.htm>**

'our roots'  
Local history books online.  
**<http://www.ourroots.ca/e/>**

<b>HISTORIC PLACES SURVEY FORM</b>	
<b>Municipality</b> <u>Baldon RM</u>	
<b>Project</b> <u>2008 Historic Places Survey</u>	<b>Property #</b> <u>2008-01</u>
<b>Name</b> <u>Quincy School</u>	<b>Current Use</b> <u>Community hall</u>
<b>Other Name(s)</b>	<b>Original Use</b> <u>School</u>
	<b>Other Use(s)</b>
<b>Location</b>	
<b>Civic Address</b>	
<b>Legal Description</b> <u>NW of NW 31 Twp 31 Rg. 26 W2M</u>	
<b>UTM Zone</b> <u>13</u>	<u>460404</u> <b>E</b>
<b>Datum</b> <u>NAD 27</u>	<u>5553363</u> <b>N</b>
<b>Construction Date</b>	<b>Style</b>
<b>Builder</b>	<b>Architect</b>
<b>Materials</b> <u>wood-frame with stucco on exterior walls; metal roof</u>	
<b>Alterations</b> <u>addition on north side of building</u>	
<b>Condition/Threats</b>	
<b>Setting/Associated Resources</b> <u>In a grassy schoolyard surrounded by cultivated fields.</u>	
<b>Owner Information</b>	
<b>Name</b> <u>Quincy Community Club</u>	<b>Phone</b>
<b>Address</b>	
<b>Recorder(s)</b> <u>Mr. XYZ</u>	<b>Date</b> <u>October 25, 2008</u>

# SAMPLE SURVEY FORM

**Additional Comments/Observations:**

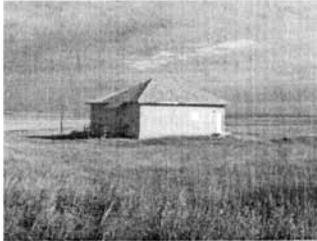
Met on-site with Secretary of community club. He says that the building was moved from the corner of the property to its present location in 1983. The old basement was filled in and the school was put on new concrete footings. The interior of the building has been completely renovated; wood floor in the old part of the building is just about the only remaining original interior feature.

The local United Church congregation had used the schoolhouse for its services at one time.

**Sketch Map/Photograph**



# SAMPLE INVENTORY RECORD

<b>HISTORIC PLACE INVENTORY RECORD</b>	
<b>Property Name</b> <u>Quincy School</u>	<b>Property #</b> <u>2008-01</u>
<b>Municipality</b> <u>Baildon RM 131</u>	<b>Entry Date</b> <u>01-Nov-08</u>
<b>Other Name 1</b> <u>Community Hall</u>	<b>Designation Type</b> <u>Municipal</u>
<b>Other Name 2</b> _____	<b>Designation Date</b> <u>06-July-81</u>
<b>Other Name 3</b> _____	<b># of Features/Resources</b> <u>1</u>
<b>Current Use</b> <u>Community Hall</u>	<b>Original Use</b> <u>School</u>
<b>Previous Use 2</b> <u>Church</u>	<b>Previous Use 3</b> _____
<b>Previous Use 4</b> _____	<b>Previous Use 5</b> _____
<b>Civic Address</b> _____	
<b>Legal Description</b> <u>NW 1/4 of NW 1/4 of Sec. 31 Twp. 13 Rg. 26 W 2 M</u>	
<b>UTM Zone</b> <u>13</u> <u>460404</u> <b>E</b> <u>5553363</u> <b>N</b> <b>Datum</b> <u>NAD 27</u>	
<b>Parcel/Plan/Block/Lot</b> _____	
<b>Construction Date</b> <u>1929</u> <b>to</b> <u>1929</u> <b>Construction Date circa</b> _____ <b>to</b> _____	
<b>Significant Dates</b> <u>1910 to 1941</u>	
<b>Architect</b> _____	<b>Builder</b> _____
<b>Associated People</b> _____	
<b>Associated Events</b> _____	
<b>Ass. Organizations</b> _____	
<b>Style</b> _____ <b>Materials</b> <u>Wood-frame</u>	
<b>Alterations/Condition</b> <u>Addition to N side of building. New drywall, mouldings and lights throughout the interior. About 1983, the building was move from the NW corner of the property to its present location, rotated 90° W and put on new footing; stucco and metal roof added at the same time.</u>	
<b>Setting</b> <u>Grassy parcel of land set amidst grain fields.</u>	
<b>Owner Name</b> <u>Quincy Community Club</u>	<p><b>Photo</b></p> 
<b>Owner Phone</b> _____	
<b>Owner Address</b> _____	
_____	
_____	

# SAMPLE INVENTORY RECORD

## Statement of Significance

**Description** Quincy School is a Municipal Heritage Property occupying .67 ha of land in the Rural Municipality of Baidon No. 131, approximately 25 km south of the City of Moose Jaw. The property features an extensively renovated one-room, wood-frame schoolhouse constructed in 1929, situated on a grassy parcel of land surrounded by cultivated fields.

**Heritage Value** The heritage value of Quincy School lies in its association with community life in the Quincy district. The current school building, erected in 1929, replaced the original school that had stood on the site since 1910. This second schoolhouse operated until 1941, when declining enrolments forced the school's closure.

Quincy School was also the community's place of worship. After the 1925 union of Methodists, Presbyterians and Congregationalists, the school was the meeting place for the local United Church of Canada congregation. Services continued after the second school closed, finally ending in 1973.

The school also played an important role as a place for socializing and fellowship. Throughout its history, local people met at the school for picnics, ball games, dances, teas and suppers. First of July picnics and Christmas Concerts are among the most fondly remembered occasions.

Although use of the building has declined in recent years, local residents remain committed to the preservation of the school as a valued landmark and symbol of community heritage, and in anticipation of it one day resuming its traditional role as a busy community gathering place.

## Character-defining Elements

-elements that express the school's long-standing connection to the community and its role as a gathering place, including the building's location on its original parcel of land; the open grounds around the schoolhouse, the schoolhouse's simplicity of form; and its interior meeting space.

## FOR MORE INFORMATION

The Heritage Resources Branch of the Ministry of Tourism, Parks, Culture and Sport administers programs that provide for the protection, conservation and promotion of historic places, including assistance to local governments and community organizations. If you would like more information about conserving historic places in your community, please contact:

Heritage Resources Branch  
Ministry of Tourism, Parks, Culture and Sport  
9th Floor – 1919 Saskatchewan Drive  
Regina, SK S4P 4H2  
Phone: (306) 787-8600

*BACK COVER:*

*FLEMING GRAIN ELEVATOR – A PROVINCIAL HERITAGE PROPERTY IN THE TOWN OF FLEMING*

Frank Korvemaker, 2008

*Whether still in active use, adapted for new purposes, or used only on special occasions, historic places enhance our quality of life, contribute to economic development, and build pride in Saskatchewan. Developing a heritage inventory is an important step in conserving these special places and ensuring that their benefits will be enjoyed for years to come.*

